

FEDERAL FISCAL YEAR 2016 HISTORIC PRESERVATION FUND

Grant Pre-Application

CERTIFIED LOCAL GOVERNMENT PREDEVELOPMENT AND DEVELOPMENT PROJECTS

Introduction

The National Historic Preservation Act of 1966 authorizes a program of federal matching grants, known as the Historic Preservation Fund (HPF), to assist the various states in carrying out historic preservation activities. The program is sponsored by the Department of the Interior, National Park Service (NPS), and in Missouri, is administered through the State Historic Preservation Office (SHPO) of the Missouri Department of Natural Resources. Under changes made to the Act in 1980, each state is required to earmark a minimum of ten percent (10%) of their Historic Preservation Fund monies for exclusive use by Certified Local Governments (CLG's).

In federal fiscal year 2016 (FY 2016), the State Historic Preservation Office is conducting a round of grant applications to award approximately \$100,000 to be used for projects that related directly to the identification, evaluation or protection of historical, architectural or archaeological resources. **In order to qualify for grant funding under the “development and predevelopment” category, properties must be National Register of Historic Places listed government owned and occupied City Halls or libraries.** The selection process for these limited funds will be extremely competitive.

Only Certified Local Governments are eligible to submit FY 2016 Historic Preservation Fund grant applications.

Please note that obligations of the State shall cease immediately if the Missouri Legislature, the President, or Congress fails to appropriate or otherwise make available funds for selected projects. Grant funding will depend on the department’s final federal grant.

How to Apply

Please submit **three copies** of the completed pre-application to our office. **CLG grant applicants are required to submit a pre-application in order to qualify to submit a FY 2016 HPF final grant application.**

A complete pre-application is an application that is signed and dated with all blanks filled in completely and correctly. Applicants may use the actual pre-application form supplied by the SHPO or a form produced by the applicant so long as it presents all of the required information in the same manner and sequence.

The pre-application deadline is 5:00 p.m. FRIDAY, July 31, 2015. Pre-applications postmarked or delivered after that time WILL NOT BE CONSIDERED.

Mailing address:
Missouri Department of Natural Resources
Missouri State Parks
P.O. Box 176
Jefferson City, Missouri 65102
Attn: Rebecca Rost

Street Address:
Missouri Department of Natural Resources
Missouri State Parks
1659 East Elm Street
Jefferson City, Missouri 65101
Attn: Rebecca Rost

Eligible Applicants:

For fiscal year 2016, **only Missouri’s Certified Local Governments** may apply for Historic Preservation Fund grants **in this application cycle.**

Project Eligibility:

Projects that relate directly to the preservation of National Register of Historic Places listed, government owned and occupied City Halls and libraries are eligible for FY 2016 development and predevelopment grants. Eligible activities must pertain to the accomplishment of the State Historic Preservation Officer's responsibilities as outlined in the National Historic Preservation Act of 1966, as amended. Eligible activities must be carried out in accordance with the Secretary of the Interior's "Standards for Archaeology and Historic Preservation" and must meet the requirements of the National Register Programs Guideline (NPS-49).

FY 2016 HPF grants may be used for the following activities:

- **PREDEVELOPMENT:** The historical, architectural and/or archaeological research necessary to properly document proposed construction work on a National Register of Historic Places listed and publically owned and occupied historic structure or site performed prior to the commencement of development.
- **DEVELOPMENT:** A project which has for its purpose the protection, stabilization, preservation, rehabilitation, restoration, or reconstruction of a National Register of Historic Places listed and publically owned and occupied historic building.

Generally, grant awards will not exceed \$25,000.00 for the federal share. (Grants are awarded at a 60/40 percent ratio with 60 percent of the project cost paid by the grant and 40 percent paid by the applicant).

Grant funds for FY 2016 Historic Preservation Fund will be severely limited and highly competitive. In all likelihood only one or two projects will be funded in each of the categories listed below. Applicants may submit applications for projects related to the following activities:

Survey: Activity directly pertinent to the identification and evaluation of historical, architectural, and archaeological resources. Surveys should be designed to lead to nominations to the National Register of all eligible properties identified. Grant-assisted survey must produce data that is compatible with and can be readily integrated into state comprehensive planning activities.

National Register: Activity directly pertinent to the evaluation of identified historical, architectural, or archaeological resources for their potential eligibility for listing in the National Register as single sites or districts, and to the preparation of documentation required to secure such registration.

Planning: Activity directly pertinent to the development, implementation, and operation of state comprehensive planning activities; the preparation of preservation plans and design review guidelines for specific locales.

Other Program Activities: Any activity that is eligible for grant assistance, but that does not fall within one of the above program areas, or an activity that involves multiple program areas. General outreach, technical assistance, and public education/awareness activities might be eligible under this category if they are directly related to the goals and responsibilities of the State Historic Preservation Office.

Certified Local Government Projects: Eligible Certified Local Government (CLG) grant applications must be directly related to identification, evaluation, designation, administration, planning, and education/awareness activities that will increase the effectiveness of local historic preservation programs administered by Certified Local Governments.

Predevelopment: The historical, architectural and/or archaeological research necessary to properly document proposed construction work on a National Register of Historic Places listed and publically owned and occupied historic structure or site performed prior to the commencement of development.

Development: A project which has for its purpose the protection, stabilization, preservation, rehabilitation, restoration, or reconstruction of a National Register of Historic Places listed and publically owned and occupied historic building.

This application form is for Predevelopment and Development grant projects only. Survey and National Register projects and Planning and Outreach projects require different application forms and instructions.

Special CLG Requirements:

- In order for Certified Local Governments to qualify for a CLG grant for FY 2016, **the CLG must be current in fulfilling all documentation requirements for maintaining CLG status.** This includes submission of an annual report for Federal FY 2014 as well as timely submission (by November 30, 2015) of the CLG annual report for FY 2015 and minutes of all preservation commission meetings held during the last federal fiscal year (October 1, 2014 to September 30, 2015).
- The CLG grant **pre-application must be signed by the verifying authority for the city** (i.e. the mayor or city manager). The **final application must also include a resolution by the preservation commission in support of the grant application.**

For additional information on these requirements, please contact Rebecca Rost, Preservation Planner and Grants Manager at (573) 751-7958.

FY 2016 Priorities:

In FY 2016 the State Historic Preservation Officer (SHPO) will prioritize funding for projects which help to accomplish goals, objectives, and recommendations identified in Missouri's Statewide Preservation Plan. A copy of this plan is available on request on online at: <http://www.dnr.mo.gov/shpo/docs/2011-17MoPresHorizons.pdf>.

SHPO PRIORITIES:

- Projects that provide maximum benefit in terms of federal apportionment.
- Reasonable distribution of funds between urban and rural areas.
- Distribution of available funds to the maximum number of applicants possible.

Completing the Application

An applicant may submit applications for more than one project activity during the FY 2016 grant cycle. A separate completed grant application must be submitted for each project activity. A completed grant application will consist of the following basic items:

Part I. PROJECT SUMMARY, APPLICANT DATA

Part II. PRODUCT PROPOSAL

Part III. PROJECT BUDGET

Part IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Forms (Signed by the Verifying Authority)

As indicated in the instructions below, **additional information or materials may also be required.** This information should be attached to the application.

PART I. PROJECT SUMMARY, APPLICANT DATA

PROJECT SUMMARY

- **Property/Project Name:** Identify the property/project name, provide documentation certifying that it is a government owned and occupied City Hall or library, and indicate if the building is individually listed in the National Register of Historic Places or if it is a Contributing Building in a Historic District. Include a copy of the deed or record of legal ownership (including the legal description for the building).
- **Project Cost:** Enter the dollar amounts for the project costs including federal share, non-federal (local) share, and total project cost. These figures should correspond to figures in the Project Budget (Part IV). **Historic Preservation Fund grants are generally**

funded on a 60/40 ratio with 60% of the project cost coming from federal funds and 40% of the project cost provided by the applicant. However, in cases of extreme need, exceptions may be made. A request and documentation of extreme need must be submitted with the grant application.

- **Proposed Work Summary:** In the space provided, briefly summarize the proposed work to be done as part of the grant project. (For example: "The purpose of this project is to replace the roof on the Missouri House, a contributing building in the Missouri National Register of Historic Places Listed District.")

APPLICANT DATA

- **1. Project Sponsor/Applicant:** Enter the name and address of the CLG/project sponsor/applicant. The receiving official is the person authorized to officially accept the grant (e.g., the Mayor or the City Manager).
- **2. Contact Person/Project Manager:** The Contact Person/Project Manager is the individual most familiar with the application and project.
- **3. Legislative Contacts:** Since legislative representatives will be notified of all grant awards, the applicant must provide names of all state legislators and federal representatives for the proposed project area.

PART II. PRODUCT PROPOSAL

- **1. Name of Project:** Enter the name and location of the project.
- **2. Project Type:** Check whether the proposed project is a predevelopment project or a development project.
- **Predevelopment 3. Property and 4. Project Description:** Describe the current condition and status of the property and explain why grant funds are needed. Attach **photographs** that clearly illustrate the current appearance and condition of the property.

Explain how this preliminary work will assist in subsequent or future plans for preservation of the property. Indicate whether the product of the grant project will be architectural plans and specifications, a historic structures report,

a feasibility study, an engineering study, or other report (please specify). Provide a clear narrative summary of the proposed project. Outline any timetables for completion of this and/or future phases of the project.

Attach any other information useful to understanding the proposed project.

- **Development 3. Property and 4. Project Description:** Describe the current condition and status of the property and explain why the grant funds are needed. Attach **photographs** that clearly illustrate the current appearance and condition of the property. Describe the specific work to be done, the technique or approach employed to achieve results. Justify the proposed work based on the actual condition of the property. Show how the proposed work will be completed in conformance with the appropriate Secretary of the Interior's Standards. Include plans and specifications, if available, and a timetable on how the proposed work might be phased over the anticipated one-year construction timeframe.

A QUALIFIED ARCHITECT/CONSULTANT IS REQUIRED UNLESS WAIVED BY SHPO. (If already selected, indicate the name of the architect/consultant.) **IF PLANS AND SPECIFICATIONS BY A QUALIFIED ARCHITECT HAVE NOT PREVIOUSLY BEEN PREPARED, THE PROJECT BUDGET SHOULD INCLUDE THE COST OF PREPARATION OF SUCH PLANS AND SPECIFICATIONS.**

Phasing of development projects within the grant timeframe is particularly important. The proposal should identify specific proposed work items and indicate when in the twelve-month project time period the work will take place.

- **5. Project Benefits:** Outline the intended benefits of the project and describe how the proposed work will ensure the continued integrity of the property.
- **6. Local Support/Planning Goals:** Document local support and describe how the project addresses local and state preservation goals. Reference specific goals and objectives. (See the state preservation plan.)

PART III. PROJECT BUDGET

Historic Preservation Fund grants are funded at a 60/40% ratio with the grant recipient responsible for providing a local match not less than 40% of the total project cost. However, in cases of extreme need, exceptions may be made. The grant budget is used to document the anticipated costs for the project and to show whether these costs are part of the local match or to be paid by the grant.

1. EXPENSES: List all budget expense items for the proposed project. Indicate the total cost in the right-hand column and the amounts of non-federal cash, non-federal in-kind and federal share for each budget item. For the purpose of the grant, if no money changes hands, the line item is not cash. If a volunteer person provides time to a project, the value of the person's time is in-kind. Value of paid city staff time is cash. Round off amounts to the nearest dollar.

Allowable costs include personnel costs, (salaries and fringe benefits), supplies, contractual services, equipment use, and rent. A complete list of specific allowable and unallowable costs is available on request from the State Historic Preservation Office.

Personnel Costs: List all personnel (other than contractors) and attach resumes*. Identify hourly rate or percent of time to be spent on the project. Identify the number of work hours each person will be working on the project. (There are 173.33 hours in a work month; 2080 hours in a year. Partial work months should be rounded to nearest tenth. The number of months must not exceed 18 months from October 2015.) Volunteer time is valued at the prevailing minimum wage unless a higher rate can be documented and is approved by the SHPO. To assist in determining and using rates, the following are standards for safe and acceptable rates for certain kinds of volunteer services:

1. Non-professional volunteers:	Current Minimum Wage
2. Preservationists:	\$ 10.00 per hour
3. Bookkeepers:	\$15.00 per hour
4. CPAs:	\$30.00 per hour
5. Architects, Planners, and other preservation professionals not generally listed:	\$30.00 per hour
6. Full professors of architectural history, historic architecture, and fields related to archaeology:	\$30.00 per hour
7. Lawyers:	\$47.00 per hour

These rates assume that all personnel are working in their field of expertise. Under no circumstance will the actual rate of pay for professionals and non-

professionals be accepted, unless it is the lowest rate in the marketplace.

Fringe Benefits: Indicate fringe benefit rate and to which personnel the rate applies. Fringe benefit rates may only be used for employees on staff who provide a recognized service to the project. Part-time employees or contractors who receive fringe benefits that cannot be treated as a standard percentage should have such costs incorporated into their salary structure for the purpose of HPF grants (such incorporation should be notated**).

Contractual: List all sub-contractors (asterisk those already contracted), attach resumes*, and note cost. These costs are associated with individuals or organizations providing cash services to the applicant which are not provided by the staff.

Contractual services must be obtained through publication of a Request for Proposals to permit open and fair competition. The applicant may select a contractor following a review of the proposal and personnel qualifications, and discussions with the SHPO. Information on the procedures and guidelines for selecting a contractor is available from the SHPO.

Total the non-federal/cash expenses, non-federal/in-kind expenses, federal expenses. The totals at the bottom of the page should correspond to the project costs indicated on page 1 of the application. (The non-federal/cash expenses, non-federal/in-kind expenses should be combined to determine the non-federal share.)

**All staff, contractors, and individuals donating time directly to the project must submit resumes, even if such resumes were submitted in previous grant cycles. Individual volunteers (including non-professionals), must be listed by name.*

***Whenever an applicant is directed to notate, or notate and justify, they must detail the required information on the application form or on extra sheets of paper.*

2. SOURCE OF LOCAL SHARE: Provide the following information, using as many spaces as necessary, to identify all sources of the local share for each product proposal form you are submitting. Attach additional pages if necessary.

Donor: Identify the agency, individual, educational institution, or organization providing all or a portion of the local share.

Source: Identify the specific budgetary source, pool of funds, or transfer agent within the organization; in some cases the source may be the same as the donor.

Kind: Identify the local share as either "cash" or "in-kind". ("In-kind" contributions are non-cash donations such as space, volunteer personnel, or equipment.) If the share is in-kind personnel, enter the number of hours, hourly rate, and total value (i.e., 40 hrs. @\$15 = \$600).

Salaries and fringe benefits for city staff participating in a grant project should be counted as cash.

If the share is in-kind space, indicate the number of months, the value per month, and total dollar amount (i.e., 12 months @\$100 = (\$1200). Submit three local examples of rental rates to justify the value of the space. Both equipment and rental services valued as in-kind are inserted in the same manner as donated space.

Applicants submitting more than one application should note that cumulative non-federal share on the applications cannot exceed 100% of the individual's time or 100% of the actual cost of the services being provided as match.

Amount: Enter the dollar value assigned to the "kind".

3. LOCAL SHARE GRAND TOTAL: Add all local share amounts from above and enter the total on this line. This amount must correspond to the non-federal share shown on page 1 of the application and the total of cash and in-kind non-federal amounts shown on "1. Expenses" listed above. **Generally, this total should be at least or greater than 40% of the total project cost.**

PART IV. APPLICANT CERTIFICATIONS and Lower Tier Covered Transactions Forms:

As a potential recipient of federal grant monies, the Applicant must agree to abide by certain federal terms and condition. Fill in the first two lines with the name of the Applicant as it appears on page 1 of the application. The Applicant's Verifying Authority should read the pages carefully, then sign and date them.

How Grants Will Be Awarded

FY2016 Grant Pre-Applications are due by 5:00 p.m. on July 31, 2015.

Projects will be reviewed and evaluated by the State Historic Preservation Office staff to determine how well the application addresses the selection criteria listed below. A sample of the Selection Criteria Evaluation form is included with the application forms.

- Contribution to Missouri's statewide preservation priorities.
- Technical quality of application.

The State Historic Preservation Office will carefully review all pre-applications and provide comments and recommendations to applicants by August 31, 2015, regarding technical aspects of the pre-application and eligibility and feasibility of individual projects. Applicants may be asked to revise project proposals and budgets before submitting a final grant application. Final grant application forms and instructions will be provided, along with SHPO comments on pre-applications, to CLGs that have submitted pre-applications. Final completed grant applications must be postmarked or delivered to the State Historic Preservation Office on or before Wednesday, September 30, 2015, by 5:00 p.m.

The State Historic Preservation Office will review all final applications and make recommendations regarding the allocation of funds among individual projects. Preliminary grant recommendations will be presented to the Missouri Advisory Council on Historic Preservation at their November meeting. It is anticipated that notification as to whether a project is recommended for funding will be given to applicants in December. If the final project application is accepted, a grant agreement awarding the grant will be executed.

Additional Information

Applicants are strongly encouraged to contact the State Historic Preservation Office for assistance in defining the project scope of work and for technical assistance in completing the application. To obtain such assistance, please contact the appropriate staff member as follows:

Budget development/eligible costs:

Rebecca Rost 573-751-7958

rebecca.rost@dnr.mo.gov

Development/Predevelopment project scope of work:

Lance Carlson 573-751-7859

lance.carlson@dnr.mo.gov

Elizabeth Watkins 573-526-4241

elizabeth.watkins@dnr.mo.gov

Administration and Funding

All grant recipients must have a source of local funds or services sufficient to match the requested grant amount, except in cases of extreme need. In order to qualify for extreme need, applicants must submit documentation of the condition of extreme need and request consideration for a waiver of all or part of the required matching share. All recipients must be able to meet deadlines, monitor project work, and have a financial management system that meets federal audit standards.

Covenants and preservation agreements on grant-assisted historic properties will be executed to ensure that after the grant-assisted work is completed the owner(s) will maintain the premises for a minimum term of years so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment which made the property eligible for listing in the National Register of Historic Places. There are public access and signage requirements for development projects.

Historic Preservation Fund matching grants are paid as reimbursements. Recipients must expend the total project cost and then may request reimbursement up to the amount of the grant award. Interim payments may be requested by the grant recipient based on interim progress reports at the discretion of the SHPO. Documentation of all costs must be submitted to the SHPO at the time reimbursement is requested.

Grant recipients must meet the following special conditions:

1. Sign a grant agreement with the Missouri Department of Natural Resources which contains terms and conditions with which the grant recipient must comply;
2. Maintain proper financial records for audit purposes and submit documentation upon request for reimbursement;
3. Submit progress reports to the SHPO as requested; and
4. Produce an acceptable final report detailing project accomplishments.

The project period will be specified in the grant agreement. All work must be completed within the stated project period. Extensions will not be granted unless extreme extenuating circumstances prevail. Work may not proceed until a grant agreement has been signed. Any work undertaken prior to the agreement's execution will be disqualified and ineligible for reimbursement unless there is specific written advance approval from the SHPO. Under all circumstances, no expenditures can be made prior to October 1, 2015, and all expenditures must be made by September 30, 2017.

EQUAL OPPORTUNITY

This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, or disability. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to:

Director, Equal Opportunity Program
U. S. Department of the Interior, National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127